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Logistics Staff



**DEVELOPING AND MAINTAINING
MEMORANDUMS OF AGREEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 25-2, *Support Agreements*, and AFI 25-201, *Support Agreements Procedures*. It outlines guidance, assigns responsibilities, and provides procedures on how to develop memorandums of agreement (MOA). This instruction applies to HQ Air Intelligence Agency (AIA) directorates and staff offices, centers, the wing, groups, and field units worldwide. It does not apply to AIA-gained Air National Guard or Air Force Reserves units.

SUMMARY OF REVISIONS

Changes references of Air Force Intelligence Command (AFIC) to Air Intelligence Agency (AIA). Clarifies the agency, centers, the wing, and groups procedures for handling MOAs.

1. Guidance for Using MOAs. Use MOAs to accomplish AIA's assigned mission. Sometimes it is necessary to enter into formal agreements with organizations inside and outside the agency.

1.1. MOAs with agencies outside the Department of Defense (DoD) require additional staffing, and in some cases, involve legal requirements and restrictions. For guidance before negotiating MOAs, contact the Chief, Unit Level Planning Branch (HQ AIA/XXU).

1.2. Use the MOA to document general support relationships between major commands (MAJCOMs) or field operating agencies (FOA), centers, the wing, units, and similar organizations. Use DD Form 1144, *Support Agreement*, to record support agreements committing funds or manpower (see AFI 25-201 and DODI 4000.19, *Interservice and Intragovernmental Support*). When establishing support agreements, contact the Chief, Logistics Plans Office (HQ AIA/LGX). Establish MOAs only after determining that an interservice support agreement (ISA) will not suffice.

1.3. Develop MOAs when two or more MAJCOMs, FOAs, or other organizations enter into a cooperative working arrangement. Organizations may enter into agreements only in terms of their existing resources. Forward MOAs to commit additional resources through the appropriate headquarters to HQ AIA/XRX. HQ AIA/XRX approves the MOAs or determines if an ISA is required.

2. Responsibilities and Procedures:

2.1. The office of primary responsibility (OPR) which initiates MOAs, including all AIA directorates, major staff offices, centers, the wing, groups, and subordinate units:

2.1.1. Coordinates the agreement with higher headquarters and HQ AIA/XRX for approval and staffing prior to finalizing the agreement if the agreement is being signed by the Commander (AIA/CC) or HQ AIA staff director.

2.1.2. Provides copies to each signatory, the wing, or appropriate centers or groups, and other relevant parties.

2.1.3. Uses concise statements and addresses major issues that involve but keep agreement general enough to allow flexibility in implementation. Do not use specifics which are subject to change, such as, nomenclature, quantities, or organizational symbols.

2.1.4. Announces the rescission or revalidation date to all parties.

2.1.5. Follows the appropriate format as clarified below (see attachment 1):

2.1.5.1. Title. Center the title at the top of the first narrative page. Identify the originating command or agency followed by countersigning agencies or commands and governing subject.

2.1.5.2. Purpose. Identify the reason for developing the MOA. Cite applicable directives, if required. Be brief.

2.1.5.3. Responsibilities. Identify actions each signatory organization must perform to satisfy the MOA. For the sequence of the subparagraphs, follow the order of the organizations listed in the title.

2.1.5.4. Administration and Control. If applicable, identify the reporting chain for officer and enlisted performance reports. Keep AIA's officer and enlisted performance reports within AIA channels. If a rater is identified outside of AIA, a rating chain deviation occurs. Forward rating deviations to AIA/DPP (Personnel Programs and Systems Division) for staffing to HQ USAF for final approval before agreements are signed.

2.1.5.5. Implementation. Identify the MOA's effective date (upon the date of last signature). Include an escape clause; for example, "This agreement may be rescinded upon receipt of a 90-day written notice from any of the signatory organizations."

2.1.5.6. Signature Block. List the ranking approving official on the left; list the junior approving official on the right. Signatures should be at the same organizational level.

2.2. HQ AIA/XRX:

2.2.1. Maintains a library of all MOAs signed by the AIA/CC.

2.2.2. Maintains an index of all MOAs signed by HQ AIA and subordinate organizations.

2.2.3. Determines whether MOAs initiated at HQ AIA require the AIA/CC signature or can be handled at a lower level.

2.2.4. Staffs MOAs intended for signature at headquarters level or those requiring headquarters approval.

2.3. The wing, centers, and groups:

2.3.1. Maintain an index of all the agreements they sign as well as those agreements signed by their subordinate units. The index must show the parties involved, subject, date, and review period.

2.3.2. Maintain a library of all MOAs pertinent to their organization.

2.3.3. Approve MOAs for signature between lower-level units which cover working-level relationships, without committing additional funds or resources.

2.3.4. Provide and update an index of MOAs to HQ AIA/XXU. The index should include the parties involved, subject, date, and review period.

2.3.5. Monitor unit-initiated MOAs and review actions.

2.3.6. Initiate review actions on all MOAs signed by their organization. Ensure that subordinate units initiate review of appropriate MOAs.

MORGAN M. BECK
Director of Plans and Requirements

Attachment 1**SAMPLE MEMORANDUM OF AGREEMENT**

A1.1. The following is a sample memorandum of agreement.

SAMPLE MEMORANDUM OF AGREEMENT**BETWEEN****AIR INTELLIGENCE AGENCY****AND****AIR FORCE SPECIAL OPERATIONS COMMAND****GOVERNING SPECIAL SUPPORT**

1. Purpose. (Cite why the memorandum of agreement (MOA) is required; reference any documentation directing that an MOA be developed.)

2. Responsibilities:

- a. The Air Intelligence Agency (AIA) will: (State everything AIA is responsible for.)
- b. The Air Force Special Operations Command (AFSOC) will: (State everything AFSOC is responsible for.)

3. Administration and Control. (If required, refer to the officer performance report and the enlisted performance report preparation and the administrative support AFSOC provides.)

4. Implementation. (For example, state that the MOA will be effective on the date of last signature and may be rescinded upon receipt of a 90-day written notification. Also, ensure to include a review period--annually, triennially, etcetera.)

JAMES L. HOBSON, JR., Maj Gen, USAF
Commander
Air Force Special Operations Command
Date: _____

MICHAEL V. HAYDEN, Maj Gen, USAF
Commander
Air Intelligence Agency
Date: _____